



**CITY OF ST. PAUL**  
DEPARTMENT OF SAFETY AND INSPECTIONS  
375 JACKSON STREET, SUITE 220  
ST. PAUL, MINNESOTA 55101-1806

**WARM AIR, VENTILATION, GENERAL SHEET  
METAL PERMIT APPLICATION**

Visit our website at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

PROJECT ADDRESS		Number	Street Name	St., Ave., Blvd., Etc.	N S E W	Suite/Apt.	Building Name	Date
Contractor (Include Contact Person)		Address City State, Zip+4				Phone		
Property Owner (Include Contact Person)		Address City State, Zip+4				Phone		
Building Is:	New	Existing	*Please be sure to complete*		Estimated Starting Date		ESTIMATED VALUE OF WARM AIR, VENTILATION OF GENERAL SHEET METAL WORK	
Work Type: Check only one	Repair / Alter	Replace	COMMERCIAL or RESIDENTIAL Enter the Number of Dwelling Units in Building →		Estimated Completion Date		\$	

*Scope of Work (See Back of Form for fee schedule.)*

<b>RESIDENTIAL</b>										<b>COMMERCIAL</b>									
BUILDING HEAT LOSS / GAIN →										BUILDING HEAT LOSS / GAIN →									
Warm Air Heating Plants		Make	Model	Input	Quantity	Fee				Warm Air Heating Plants		Make	Model	Input	Quantity	Fee			
Forced Air		Gas	Electric	Oil					Forced Air		Gas	Electric	Oil						
Ventilation		CFM Capacity	Type	Number of Fans	Fee				Ventilation		CFM Capacity	Type	Number of Fans	Fee					
Number of Dwelling Units being Worked on:										Cooling		Ventilation	Pollution Control	Solar System					
Cooling		Ventilation	Duct Work					Bathroom		Kitchen	Duct Work	Dust Collecting							
Bathroom		Kitchen	Laundry	Chimney Liner					General Sheet Metal		Gutters	Flashing	Louvers						
									Rubbish Chutes		Chimney	Miscellaneous							

For large permits, list additional information on separate sheet & attach. Enter brief description of job, location in building & floor.

Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued										Approving Inspector		<b>SUMMARY OF FEES</b>									
										(For office use only)											
										Permit #											
Applicant's Signature										Permit #		(For Office Use Only)									
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa										Expiration Date: (Month/Year) →											
Enter Account Number →																					

Signature of Cardholder : \_\_\_\_\_

**If you are paying for your permit by *American Express, Discover, MasterCard* or *Visa*, you may fax your application. The credit card information section must be filled in and signed.**

**Our FAX number is 651-266-9124.**

**If paying by check, please mail the application and check to us. Make checks payable to: City of St Paul**

## **INSTRUCTIONS FOR FEE CALCULATION**

**EFFECTIVE 01/01/2009**

### **COMMERCIAL PERMIT FEES**

**WARM AIR HEATING, VENTILATION SYSTEMS, DUST COLLECTION SYSTEMS, POLLUTION CONTROL SYSTEMS, SOLAR SYSTEMS, ETC.**

The fee shall be one percent of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition and repairs, including fans, hoods, HVAC units and heat transfer units with air as a transfer medium and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

The minimum fee shall be \$70.00. State surcharge is applicable. See below.

#### **GENERAL SHEET METAL**

**(NO TRADE LICENSE REQUIRED FOR GENERAL SHEET METAL WORK.)**

A separate permit is required for general sheet metal work. Gutters, flashing, metal chimneys, chutes or general sheet metal work, the fee shall be one percent of the total valuation of the work. The minimum fee shall be \$70.00. State surcharge is applicable. See below.

### **RESIDENTIAL PERMIT FEES**

#### **WARM AIR HEATING**

Each warm air heating system: \$70.00 for the first 100,000 input BTU per hour or fraction thereof, plus \$13.00 for each additional 100,000 input BTU per hour or fraction thereof, (output BTUs does not affect fee calculation).

Fee includes system ductwork and/or chimney liner but does not include other ventilation work.

State surcharge is applicable. See below.

#### **RESIDENTIAL VENTILATION SYSTEMS, DUCTWORK, ETC.**

The fee shall be one percent of the total valuation of the work per dwelling unit. Value of the work must include the cost of installation, alteration, addition and repairs, including all labor, materials and equipment necessary for installation. The minimum fee shall be \$41.00 per dwelling unit. State surcharge is applicable. See below.

#### **STATE SURCHARGE**

The State Surcharge is based on the valuation of the Job:

If the valuation of the job is \$1.00 to \$1000.00 the state surcharge equals 50¢.

If the valuation of the job is \$1001.00 or greater then the surcharge is calculated by multiplying the estimated cost of the job (x) times .0005.

Field Inspector's office hours 7:30 to 9:00 AM only, call **651-266-9006**. For Permit fee information call 651-266-9090.

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